



CANNON BUILDING
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DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, July 12, 2010 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B, Cannon Building
MINUTES APPROVED:	August 9, 2010

MEMBERS PRESENT

James Brockton, President
Kathleen Bartron, Vice-President
Jill Fuchs, Secretary
Leslie Persans, Education Officer
Charlie Eggleston
Victor Kennedy
Keith Rudy
Richard Snyder
Kevin Reinike

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Eileen Heeney, Deputy Attorney General (by phone)
Gayle Melvin, Administrative Specialist III

ALSO PRESENT

Jen Allen

CALL TO ORDER

Mr. Brockton called the meeting to order at 9:00 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the April 12, 2010 meeting. Ms. Bartron made a motion, seconded by Ms. Fuchs to approve the minutes. The motion was unanimously carried.

UNFINISHED BUSINESS

Mr. Rudy inquired about the status of the proposed revisions to the rules and regulations from the Public Hearing held at the January meeting. Ms. Melvin advised that those proposed revisions are now in effect.

NEW BUSINESS

Status of Complaint

Complaint No. 37-01-10 - Closed

Election of Officers

Mr. Brockton nominated Ms. Fuchs for President. Ms. Bartron nominated Mr. Rudy for President. Ms. Persans made a motion, seconded by Mr. Snyder that the nominations be closed. The motion was unanimously carried. After a vote was taken, Ms. Fuchs was elected President.

Ms. Bartron nominated Mr. Rudy for Vice-President. Ms. Persans made a motion, seconded by Mr. Kennedy that the nominations be closed. The motion was unanimously carried.

Ms. Fuchs nominated Mr. Snyder for Secretary. Ms. Persans made a motion, seconded by Mr. Kennedy that the nominations be closed. The motion was unanimously carried.

Mr. Kennedy nominated Mr. Eggleston for Complaint Officer. Ms. Persans made a motion, seconded by Mr. Brockton that the nominations be closed. The motion was unanimously carried.

Mr. Brockton nominated Ms. Persans for Education Officer. Ms. Bartron made a motion, seconded by Mr. Brockton that the nominations be closed. The motion was unanimously carried.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Ms. Heeney reported that she has been in contact with a HUD representative who has advised that Rule and Regulation 9.0 needs further clarification. HUD has eleven items that needs to be included regarding installation. There are only two items included in Rule and Regulation 9.0. Ms. Heeney will prepare a draft of proposed revisions for Board members to review at their next meeting.

PUBLIC COMMENT

Ms. Allen gave an update on the continuing education course sponsored by First State Manufactured Housing Association. She reported that the first offering was held on May 11th and 12th in Lewes. Thirty licensees attended the course. The second offering is scheduled for

August 18th and 19th in Dover. To date, 13 licensees have registered to take the course in August.

Ms. Allen also reported that during the course a participant had talked about someone using a licensee's license number. She reported that the class was advised about the complaint process.

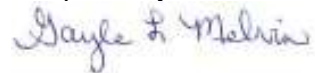
NEXT SCHEDULED MEETING

The next meeting was scheduled for August 9, 2010 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Snyder made a motion, seconded by Mr. Eggleston to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 9:22 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Gayle L. Melvin".

Gayle L. Melvin
Administrative Specialist III